

USDA-AMS REQUEST FOR CLEARANCE/APPROVAL OF ISSUANCE		INSTRUCTIONS: Originating Office - Complete Section A 1. Attach proposed issuance and send to Information Management Branch, (IMB), Compliance and Analysis, Room 3528-S.	
PROGRAM/STAFF	ISSUANCE CATEGORY <input type="checkbox"/> Directly <input type="checkbox"/> Notice	<input type="checkbox"/> Issuance Change <input type="checkbox"/> Handbook/Manual	DISTRIBUTION (To be filled in by IMB)
TITLE OF PROPOSED ISSUANCE	ISSUANCE NUMBER	IMB REVIEWER	TELEPHONE NUMBER

SECTION A - CLEARANCES		
1. ORIGINATING PROGRAM/STAFF	SIGNATURE	DATE
a. Author Telephone Number		
b. Supervisor Telephone Number		
c. Branch Chief/Program Manager Telephone Number		
d. Deputy Administrator/Staff Director Telephone Number		
2. APPROVED FOR REVIEW/CLEARANCE (Branch Chief, IMB)		
3. REVIEW/CLEARANCE OFFICIAL (To be filled in by IMB)	PROGRAM/STAFF	DUE DATE
4. REVIEW/CLEARANCE OFFICIAL RESPONSE:	SIGNATURE	DATE
<input type="checkbox"/> CONCUR <input type="checkbox"/> CONCUR WITH CHANGES MARKED <input type="checkbox"/> DO NOT CONCUR		

COMMENTS

After Review/Clearance, Send to AMS-Compliance and Analysis-IMB, Room 3528-S		
SECTION B - FINAL APPROVALS		
1. AGENCY OFFICIAL RESPONSIBLE FOR FINAL REVIEW BEFORE SIGNATURE OF ISSUANCE	SIGNATURE	DATE
2. DOCUMENT SIGNED BY (Name and title)		DATE
3. DOCUMENT RETURNED UNSIGNED (Please explain)		DATE

After Signature, Send to AMS-Compliance and Analysis-IMB, Room 3528-S